

CHAPTER 7: PLAN UPDATE PROCESS

The Comprehensive Plan of the Town of Barrington is designed to serve as a guide for Town officials when they engage in the decision making process regarding land uses in the Town. In addition, the Plan acts as the basis for the Town’s zoning law. Therefore, the Plan should be routinely maintained to reflect changing conditions in the Town such as new development; changes in state and federal regulations; shifts in public needs, interests and concerns; and the availability of information from outside sources such as watershed reports, county-wide and region-wide studies, and federal and state agencies such as the United States Census Bureau and the New York State Department of State.

The Barrington Planning Board should oversee a two-year plan update process that should ensure the Comprehensive Plan is routinely maintained and remains up-to-date. The update processes, laid out in **Table 7.1** and **Table 7.2**, describe the update procedures that Town boards and officials should follow when revising the Comprehensive Plan. The Plan Update Schedule is laid out in **Table 7.3**.

These processes and schedules are designed to allow for full public participation. Provisions are included for public meetings on the Comprehensive Plan every two years. At the six-year point, a Citizen’s Planning Committee consisting of interested citizens should be formed by the Planning Board to work with the Planning Board on the update process. Seasonal residents who might not be available during the winter months should be given the opportunity to comment on the Plan while they are in residence in the Town; therefore, the schedules are designed so as to allow for the bulk of the work in updating the Plan document to occur during the summer months.

Throughout the update process, the Town Planning Board should act as the lead agency, responsible for coordinating and publicizing meetings, collecting information to include in the updated Plan, working with the Town Board, Zoning Board of Appeals, Town staff, and interested citizens to integrate a range of ideas and concerns into the Plan, and revising the Plan document. The Planning Board should be responsible for determining what revisions are made to the Plan, although it must work closely with the Town Board to ensure that the Town Board accepts all proposed revisions. **Table 7.1** outlines the Two Year Plan Update Process:

| Table 7.1: Two Year Plan Update Process | | |
|--|---|---|
| Target Date: | Responsible Party: | Action: |
| Year Round (Jan. – Dec.) | Town Planning Board | The Town Planning Board should maintain a list of potential revisions to the Comprehensive Plan document. Board members should add notes and suggestions to this list based on their experiences with implementing the Plan and their observations and findings that come about as a result of their routine work. |
| April | Town Planning Board, Town Board, Zoning Board of Appeals | The Planning Board should publish a notice to the public inviting them to attend the first of two Public Meetings on the Comprehensive Plan. Planning Board members should hold a meeting with representatives of the Town Board and the ZBA. At this meeting, the attendees should discuss land use related issues common to the three Boards and potential revisions of the Plan. Planning Board representatives should maintain a record of comments from the other two boards for use in revising the plan document. |
| May | Town Planning Board, Town Board, | The Planning Board should host the first Public Meeting. At this meeting, the Board should briefly review progress made |

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| | Zoning Board of Appeals, Interested Citizens | <p>during the past year in implementing the Plan. Then, attendees should be given the opportunity to comment on the Plan, raise questions about land use issues, and offer their observations on revisions they would like the Planning Board to consider.</p> <p>Representatives of the Town, Planning, and Zoning Boards should meet on an “as needed” basis to continue their discussions on revisions to the Comprehensive Plan.</p> |
| June/July | Town Planning Board | <p>The Planning Board should use the comments received at the Public Meeting and the suggestions for revisions received from the Town Board and ZBA to revise the Plan document.</p> <p>Representatives of the Town, Planning, and Zoning Boards should meet on an “as needed” basis to continue their discussions on revisions to the Comprehensive Plan.</p> |
| July | Town Planning Board | <p>The revised Plan document should be circulated to the Town Board, ZBA, and made available for public comment.</p> <p>The Planning Board should publish a notice to the public inviting them to attend the second of two Public Meetings on the Comprehensive Plan.</p> |
| August | Town Planning Board, Interested Citizens | <p>The Planning Board should host the second Public Meeting. At this meeting, the Planning Board should review for the attendees all the proposed revisions and solicit public input on those proposed revisions.</p> <p>The Planning Board should, where necessary, make further revisions to the Plan document based on comments received at the second Public Meeting.</p> |
| September | Town Planning Board, Town Board | <p>The Planning Board should provide the revised Plan document to the Town Board for its review and consideration.</p> <p>The Town Board should host a formal Public Hearing at which the Plan should be presented to the public and additional public comments solicited.</p> <p>The Town Board should consider all proposed revisions as well as comments obtained at the Public Hearing and, if need be, work with the Planning Board to finalize the proposed revisions.</p> |
| November | Town Board, Planning Board, ZBA | <p>The Town Board should adopt a resolution that lists all revisions to the Plan document. The adoption of this resolution should signify the end of the Two Year Plan Update Process.</p> <p>The revised Comprehensive Plan should be posted to the Town’s website.</p> <p>If changes to the Plan are extensive enough to warrant revisions to the Town’s Zoning Regulations, the ZBA should begin work on those revisions. The updated Comprehensive Plan should serve as a guide to the ZBA as it works to update and improve the Zoning Regulations.</p> |

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The Six-Year Plan Update process is fundamentally the same as the two year update process, with the exception that it provides for additional public participation and a deeper and more thorough revision of the Plan document. Please see Table 7.2 for the six year plan update process:

| Table 7.2: Six Year Plan Update Process | | |
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| Target Date: | Responsible Party: | Action: |
| Year Round (Jan. – Dec.) | Town Planning Board | The Town Planning Board should maintain a list of potential revisions to the Comprehensive Plan document. Board members should add notes and suggestions to this list based on their experiences with implementing the Plan and their observations and findings that come about as a result of their routine work. |
| April | Town Planning Board, Town Board, Zoning Board of Appeals | <p>The Planning Board should publish a notice to the public inviting them to attend the first of two Public Meetings on the Comprehensive Plan.</p> <p>Planning Board members should hold a meeting with representatives of the Town Board and the ZBA. At this meeting, the attendees should discuss land use related issues common to the three Boards and potential revisions of the Plan. Planning Board representatives should maintain a record of comments from the other two boards for use in revising the plan document.</p> |
| May | Town Planning Board, Town Board, Zoning Board of Appeals, Interested Citizens | <p>The Planning Board should host the first Public Meeting. At this meeting, the Board should briefly review progress made during the past year in implementing the Plan. Then, attendees should be given the opportunity to comment on the Plan, raise questions about land use issues, and offer their observations on revisions they would like the Planning Board to consider. Lastly, the Planning Board should organize interested citizens into one or more Focus Groups to study specific issues that are identified by the Planning Board as requiring additional citizen input.</p> <p>Representatives of the Town, Planning, and Zoning Boards should meet on an “as needed” basis to continue their discussions on revisions to the Comprehensive Plan.</p> |
| June/July | Town Planning Board, Citizen Focus Groups | <p>The Focus Groups should meet on an “as needed” basis to discuss their concerns and ideas. Each Focus Group should prepare notes for the Planning Board to use in revising the Plan document.</p> <p>Representatives of the Town, Planning, and Zoning Boards should meet on an “as needed” basis to continue their discussions on revisions to the Comprehensive Plan.</p> |
| July | Town Planning Board, Citizen Focus Groups | <p>The Focus Groups should give their notes to the Planning Board, which should determine what material to include in the revised Plan.</p> <p>The Planning Board should revise the Plan document.</p> <p>The revised Plan document should be circulated to the Town Board, ZBA, and made available for public comment.</p> <p>The Planning Board should publish a notice to the public inviting them to attend the second of two Public Meetings on the</p> |

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| | | Comprehensive Plan. |
| August | Town Planning Board, Interested Citizens | <p>The Planning Board should host the second Public Meeting. At this meeting, the Planning Board should review for the attendees all the proposed revisions and solicit public input on those proposed revisions.</p> <p>The Planning Board should, where necessary, make further revisions to the Plan document based on comments received at the second Public Meeting.</p> |
| September | Town Planning Board, Town Board | <p>The Planning Board should provide the revised Plan document to the Town Board for its review and consideration.</p> <p>If the proposed changes are extensive enough to require undertaking the SEQRA process, the Planning Board should begin updating the Plan's Full Environmental Assessment Form.</p> <p>The Town Board should consider all proposed revisions and, if need be, work with the Planning Board to finalize the proposed revisions.</p> |
| November | Town Board, Planning Board, ZBA | <p>The Town Board should adopt a resolution approving the revised Plan document. The adoption of this resolution should signify the end of the Annual Plan Update Process.</p> <p>If the SEQRA process is underway, the Town should hold off on adopting the revised Plan until SEQRA is complete.</p> <p>The new Comprehensive Plan should be posted to the Town's website.</p> <p>If changes to the Plan are extensive enough to warrant revisions to the Town's Zoning Regulations, the ZBA should begin work on those revisions. The updated Comprehensive Plan should serve as a guide to the ZBA as it works to update and improve the Zoning Regulations.</p> |

Table 7.3 provides the Plan Update Schedule, which lists the years that the Plan should be updated and the update processes the Town Planning Board should follow to properly maintain the Plan during each update year. This schedule should be expanded over time. As long as it is adhered to, the Town should be able to properly manage the Comprehensive Plan document.

| Table 7.3: Plan Update Schedule. | |
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| Year: | Update Process: |
| 2010 | Two Year Update |
| 2012 | Two Year Update |
| 2016 | Six Year update |
| 2018 | Two Year Update |
| 2020 | Two Year Update |
| 2022 | Six Year Update |
| <i>Ongoing every two (2) years.</i> | <i>The Update Process should re-occur every other year, with major revisions occurring every six years.</i> |

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